

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

HOUSING PROGRAM SUPERVISOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Housing Program Supervisor is the fifth level in a five level Code Compliance series. Incumbents are responsible for supervising staff and code enforcement operations and activities associated with Building, Public Nuisance, and Zoning.

The Housing Program Supervisor is distinguished from the Senior Neighborhood Specialist by its first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|---|----------------|
| 1. | Supervises staff to include prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
15% |
| 2. | Supervises the daily operation in assigned administrative support area, which includes; planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily
25% |
| 3. | Receives and responds to inquires regarding code enforcement actions and/or limitations. | Daily
35% |
| 4. | Provides advisement and guidance to internal departments regarding code enforcement policies, procedures, and guidelines. | Daily
10% |
| 5. | Conducts complex and detailed research and performs related analysis associated with code enforcement activities, operations, and/or other applicable items. | Daily
10% |
| 6. | Participates in a variety of meetings in order to receive and convey information. | Weekly
5% |
| 7. | Performs other duties of a similar nature or level. | As
Required |

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Training and Experience (positions in this class typically require):

- Two years as a Senior Neighborhood Specialist;
- OR
- Bachelor's Degree and three years technical experience is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Knowledge (depending upon assignment, position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Customer service policies, principles and practices;
- Recordkeeping principles and practices;
- Government funded housing and rehabilitation program management principles, rules and regulations;
- Program administration principles and practices.

Skills (depending upon assignment, position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work
- Training employees in proper work methods
- Using computers and applicable software applications
- Supervising program components
- Analyzing a variety of administrative problems and making sound policy and procedural recommendations
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations

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Skills (depending upon assignment, position requirements at entry):

Skill in:

- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Dealing tactfully with difficult people both telephonically and in person
- Developing and giving presentations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, travel, travel and disruptive people.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

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Reviewed by the City of Fresno

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